

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-383-87-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/10/2022

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active.

Note: item 10D, BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT FILES is active only for records concerning 2016 and earlier agency budget submissions

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1b was superseded by N1-383-97-001, item 2a
Item 3a was superseded by N1-383-97-001, item 4
Item 4a was superseded by N1-383-97-001, item 3a
Item 5a was superseded by N1-383-97-001, item 3a
Item 6a was superseded by N1-383-97-001, item 4
Item 7a was superseded by N1-383-97-001, item 4
Item 7b was superseded by N1-383-97-001, item 12a
Item 7c was superseded by N1-383-97-001, item 13
Item 7d was superseded by N1-383-97-001, item 14
Item 7h was superseded by N1-383-97-001, item 16
Item 8a was superseded by N1-383-97-001, item 4
Item 9a was superseded by N1-383-97-001, item 3a
Item 9c was superseded by N1-383-97-001, item 3a
Item 9f was superseded by N1-383-97-001, item 13
Item 10a was withdrawn

DAA-GRS-2015-0006-0001 supesedes item 10D for records concerning 2017 and later agency budget submissions.

DAA-GRS-2015-0006-0002 supersedes the portion of item 10D that relates to budget execution records.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-383-87-1 DATE RECEIVED December 1, 1986	
1. FROM (Agency or establishment) U.S. ARMS CONTROL AND DISARMAMENT AGENCY (ACDA)		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Multiple Components		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Pennie Edwards, Assistant Records Mgr.	5. TELEPHONE EXT. 647-6722	DATE 5-26-87	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 34 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE 11/5/86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D. TITLE Chief, Communications and Services	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION
	<p>COMPREHENSIVE RECORDS CONTROL SCHEDULE FOR THE U.S. ARMS CONTROL AND DISARMAMENT AGENCY (ACDA)</p> <p>The records in this Comprehensive Records Control Schedule date from NCI-383-84-1 and NCI-383-85-1 for the ACDA.</p> <p>The General Records Schedules will be applied consistently throughout this schedule and do not appear as references.</p> <p>The majority of records proposed for permanent retention are national security classified and are scheduled for transfer to the National Archives and Records Administration when 30 years old or when declassified, whichever is sooner. Unclassified permanent records are to be offered for transfer the National Archives and Records Administration under the same time frame to ensure continuity of the records series.</p>		
			10. ACTION TAKEN (NARS USE ONLY) 28 items copies sent to NCF + NNF 5/29/87

Records Subject to destruction under the General Records Schedules and non-record material intermingled throughout the permanent items should be screened therefrom and destroyed by the National Archives after the records are accessioned.

This schedule will apply to records created by successor elements regardless of name or organizational changes, assuming essential functions of such elements remain the same.

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115-203	Four copies, including original, to be submitted to the National Archives	STANDARD FORM 115-A Revised July 1974 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>U.S. ARMS CONTROL AND DISARMAMENT AGENCY</u></p> <p>The purpose for which the United States Arms Control and Disarmament Agency exists is to improve the security of the United States, and the world at large, through agreements to control and reduce international competition in armaments and to diminish the threat of nuclear war.</p> <p>OFFICE OF THE DIRECTOR U.S. ARMS CONTROL AND DISARMAMENT ACTIVITIES</p> <p>RECORDS OF THE OFFICE OF THE DIRECTOR</p> <p>The Director and Deputy director advise the President, the National Security Council, the Secretary of State, and other elements of the United States Government in the pursuit of the Agency's goals. The Director controls the negotiations, operations, and research activities of the Arms Control and Disarmament Agency. The personnel of the office of the Director support the Director and his Deputy in these endeavors.</p> <p>The major objectives of the Office of the Director are to support the Director as he carries out his responsibilities:</p> <p>-- to advise the President, the National Security Council, the Secretary of State and other senior government officials on arms control and disarmament matters, and their relationship to other aspects of overall national security policy;</p> <p>-- to prepare for and manage United States participation in bilateral and multilateral negotiations in arms control and disarmament. These include such specific negotiations as: the Nuclear and Space Talks (NST) and its associated negotiating groups - the Defense and Space Talks (DST), the Strategic Arms Reduction Talks (START), and the Intermediate Range Nuclear Forces Talks (INF); Mutual and Balanced Forces Reductions Negotiations (MBFR); the Conference on Confidence and Security Building Measures and Disarmament in Europe (CDE); the Conference on Disarmament (CD); the United Nations General Assembly (UNGA) First Committee; and the US-USSR Standing Consultative Commission. Specific issues requiring close and continuous attention include: analyses, formulation and negotiation of arms control treaties, in NST and analyses of numerous issues that arise in such negotiations; review of space arms control issues and verification compliance aspects</p>		

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	<p>of all arms control treaties; analysis and negotiation of confidence building measures; implementation of the President's policies on nuclear non-proliferation, including his initiative on comprehensive safeguards; and continued work on arms transfer and technology transfer policies.</p> <p>-- to assure that the political, military, intelligence, scientific and technological information essential for the formulation of national policies in arms control and disarmament is available to the decision-makers;</p> <p>-- to conduct, support, and coordinate research in arms control and disarmament issues, and defense systems, and to study confidence building measures and verification techniques beyond national technical means.</p> <p>-- to prepare and disseminate public information concerning arms control and disarmament; to contribute to the education of the public on arms control and disarmament through public speaking and conferences; to support the public diplomacy effort managed by the national security interagency process;</p> <p>-- to continue to ensure a close liaison with the Congress on arms control and disarmament matters.</p> <p>-- <u>The Director and Deputy Director</u> advise the President, the National Security Council, the Secretary of State and other senior government officials on arms control and disarmament matters, and their relationship to other aspects of overall national security policy. The Director is responsible for all operations and activities of the Arms Control & Disarmament Agency.</p> <p>-- <u>The Counselor</u> (D/C) assists the the Director and Deputy Director and serves as a principal adviser on all aspects of the Agency's operations and as a link between the Director and top decision-makers within the Agency and in other agencies.</p> <p>-- The Executive Secretary of the Agency (D/EX) directs and coordinates staff work for the Director; directs substantive issues, studies and assists the Director in keeping policy and organizational and functional aspects of arms control matters in phase.</p>		

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	<p>-- <u>The Special Representative for Arms Control and Disarmament Negotiations</u> (S/ARN, S/ART, appointed by the President with the advice and consent of the Senate with the rank of Ambassador; advises the president and the Secretary of State on international arms control negotiations and related matters.</p> <p>-- <u>The Office Arms Reduction Negotiations</u> in Geneva was established by the State Department as a diplomatic mission for the expanded negotiations on defense and space weapons, strategic nuclear weapons, and intermediate-range nuclear weapons. Consistent with ACDA's statutory authority, under the direction of the President and the Secretary of State, for management of the participation of the United States in arms control negotiations, the Agency manages the operation of these negotiations. for these purposes, personnel of said office are detailed by the State Department to ACDA on a reimbursable basis.</p> <p>-- <u>The Executive Director of the General Advisory Committee</u> (D/GAC) provides support for the GAC, including White House and Congressional liaison, in the GAC's exercise of broad statutory responsibilities as a Presidential advisory body on arms control significance as requested by the Director.</p> <p>-- <u>The U.S. Commissioner of the US-USSR Standing Consultative Commission</u> (D/SCC) is provided administrative and logistical support by the Agency; under the direction of the President, through the mechanism of the National Security Council, represents the United States in the SCC and heads the U.S. Component of the Commission. He holds the personal rank of Ambassador.</p> <p>-- <u>The Senior Policy Advisor to the Director</u> (D/SPA) (formerly the Office of Strategic Assessments), provides the Director with assessments and other analyses that address longer-term issues relating to arms control and the responsibilities of ACDA.</p> <p>-- <u>The Senior Military Advisor</u> (D/M) provides high-level liaison with the Office of the Secretary of Defense and Joint Chiefs of Staff in policy formulation, arms control negotiations and ACDA operations.</p> <p>The Office of the Director provides policy guidance to all elements of the Agency. The Director receives reports directly from the ambassadors and other senior officials on their activities.</p>		

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1a	<p><u>TASKER FILES</u></p> <p>The records are maintained by function and number. <i>Records are numbered consecutively by year. Included are all bureau originated documents requiring action by the Director</i></p> <p>PERMANENT: Close when Director departs or at (classified) the end of each Administration, whichever is sooner. Transfer to WNRC. Transfer to NARA when 30 years old.</p>		
1b	<p><u>CHRON/WORKING FILES</u></p> <p>The records are maintained in chronological order. <i>Copies of outgoing correspondence of the Director</i></p> <p>PERMANENT: Close when Director departs or at (classified) the end of each Administration, whichever is sooner. Transfer to WNRC. Transfer to NARA when 30 years old.</p>		
1c	<p><i>Reference</i></p> <p><u>SUBJECT FILES (DIRECTOR'S OFFICE)</u></p> <p>The records are maintained by subject. <i>They consist solely of extra copies of bureau documents kept for ease of reference.</i></p> <p>TEMPORARY: Close files at the end of each Administration. Destroy on site when 5 years old or when no longer needed for administrative purposes, whichever is sooner.</p>		
1d	<p><u>SUBJECT FILES (OTHER COMPONENTS)</u></p> <p>The records are maintained by function and number.</p> <p>PERMANENT: Close when Director departs or at (classified) the end of each Administration, whichever is sooner. Transfer to WNRC. Transfer to NARA when 30 years old.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
2	<p style="text-align: center;">OFFICE OF ADMINISTRATION U.S. ARMS CONTROL AND DISARMAMENT ACTIVITIES</p> <p>RECORDS OF THE OFFICE OF ADMINISTRATION</p> <p>The goal of the Office of Administration is to provide the administration support necessary to enable the bureaus and offices of the Agency to carry out the programs directed by the President and mandated by the Congress as fully and as effectively as possible.</p> <p><u>Major Objectives:</u></p> <p>The major objective of the Office of Administration is to meet all administrative requirements of ACDA as expediently, thoroughly, and effectively as possible. This includes the support of the Agency's operations in Washington, the administrative support for the START talks in Geneva and support of a number of other ACDA conferences and negotiations in various overseas locations.</p> <p><u>Current Method of Accomplishing Objectives:</u></p> <p>The Office of Administration accomplishes its major objectives through its Budget and Accounting, Travel, Security, Personnel, Contract, Communications and General Services staffs.</p> <p>The Budget and Accounting Section is responsible for overall agency financial operations. This includes the preparation, submission, and justification of the Agency's budget proposals to the Office of Management and Budget and Congress; coordinating and controlling budget execution; monitoring and controlling accounting systems; maintaining liaison with OMB, Congressional Committees, and other agencies on financial matters; maintaining Geneva financial control; preparing and monitoring reimbursable agreements; financial reporting; budget and accounting regulations; control of processing and payment of all vouchers; control of the supplies and services account; and forwarding of payroll to GSA for processing and payment. Accounting computer services are maintained by the General Services Administration.</p>		

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	<p>The Security section is responsible for all security and counterintelligence matters, including full-field in personnel security determination, liaison with the Federal Bureau of Investigation and other law enforcement/intelligence agencies; and all physical and procedural security, both in Washington and at the ACDA site in Geneva.</p> <p>The Personnel section is responsible for staffing and recruitment, personnel processing, employee relations, position classification, employee development, maintaining personnel records, and liaison with the Office of Personnel Management and other agencies on personnel matter.</p> <p>The Contract section provides technical advice and guidance in the planning and development of requests for acquisitions; prepares and solicits proposals and/or bids; participates in the evaluation and source selection processes; negotiates and awards acquisitions, including interagency acquisitions under the Economy Act; and performs pre- and post-award acquisition functions for the acquisition of research, development, studies, services and ADP from the private sector and other U.S. government agencies in support of ACDA's mission and responsibilities.</p> <p>The Communications and General Services section purchases supplies and equipment; arranges office renovations and space acquisition; maintains the agency records center; and ensures that the internal Local Area Network (LAN) and external communication link-up systems are fully operational to meet ACDA needs. Office renovations are underway to utilize fully existing office space. Considerable progress has been made in programming to automate the inventory of non-expendable supplies and equipment, here and abroad.</p> <p>GENERAL RECORDS SCHEDULES:</p> <p>The General Records Schedules will be applied consistently throughout the Office of Administration and each schedule number does not appear as a reference.</p>		

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3	<p style="text-align: center;">OFFICE OF THE GENERAL COUNSEL U.S. ARMS CONTROL AND DISARMAMENT ACTIVITIES</p> <p>RECORDS OF THE OFFICE OF THE GENERAL COUNSEL</p> <p>It is the responsibility of the General Counsel to serve the legal of the Agency, and to participate, in this context, in the talks on intermediate-range nuclear forces, strategic nuclear forces, and defense and space; nuclear nonproliferation; weapons and technology transfer control; verification; or whatever arms control negotiations and activities of the U.S. Government that negotiations and activities of the U.S. Government that may be ongoing in FY 1987.</p> <p><u>Major Objectives:</u></p> <p>To perform effectively the following activities and responsibilities for the Agency in support of arms control and disarmament activities of the U.S. Government:</p> <p>-- Responsible for all matters of domestic and international law relevant to the work of the Agency.</p> <p>-- Provide advice and assistance in drafting and negotiating treaties and international agreements relating to arms control, and on questions regarding their implementation, interpretation, and revision. This includes participation in interagency working groups and backstopping committees prior to and during arms control negotiations, service as legal advisor in Washington, D.C. and overseas to various U.S. delegations at arms control negotiations, such as the talks on Intermediate-Range Nuclear Forces, Strategic Nuclear Forces, Defense and Space, the Conference on Disarmament, negotiations in the nuclear non-proliferation field, and service on U.S. delegations such as the delegations to Antarctic Treaty consultative meetings.</p> <p>--Responsible for the legal aspects of assuring compliance with arms control agreements, for example by providing a legal advisor to the U.S. component of the Standing Consultative Commission and to an interagency group established by the NSC to examine compliance with arms control agreements.</p> <p>-- Responsible for the legal aspects of legislative policy, including representing their Agency with respect to proposed and pending legislation, acting as the Administration's principal staff in the ratification of arms control treaties, and reviewing all Agency reports required by statute.</p>		

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	<p>— Responsible for drafting and reviewing legislation affecting the Agency. This regularly includes the Agency's legislative programs, central to which are periodic authorizations for appropriations.</p> <p>-- On these and all ACDA legislative matters the Office is responsible for obtaining clearance from, and effecting other necessary liaison with, the Legislative Reference Division, Office of Management and Budget.</p> <p>— Handle Agency reports and opinions on billing introduced in Congress and referred to ACDA by the Office of Management and Budget for comment.</p> <p>-- Support initiatives by the President, the Agency's Director, and the substantive bureaus by reviewing proposed positions on arms control policies and negotiations from legal and policy perspectives. This includes participation in working meetings called by the NSC to write and review papers establishing U.S. options that are proposed to the NSC and the President.</p> <p>-- Responsible for legal aspects of Agency policies and operations in the areas of personnel, security, patents, procurement, fiscal, and administrative matters.</p> <p>-- Responsible for the operation of the Agency's ethics program.</p> <p>-- Review for legality all proposed contracts, reimbursable agreements, and grants.</p> <p>-- Participate in the preparation of Agency regulations.</p> <p>-- Assist in the preparation and review of arms control impact statements, reports on the verifiability of arms control proposals and agreements, and similar documents to be submitted to Executive Branch decision-makers and/or the Congress.</p>		

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3a.	<p><u>SUBJECT FILES</u></p> <p>These files are maintained alphabetically by subject.</p> <p>PERMANENT: Close files at the end of each year (classified) Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.</p>		

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4	<p style="text-align: center;">OFFICE OF CONGRESSIONAL AFFAIRS U.S. ARMS CONTROL AND DISARMAMENT ACTIVITIES</p> <p>RECORDS OF THE OFFICE OF CONGRESSIONAL AFFAIRS</p> <p>To serve the Congressional relations needs of the Agency, to keep Congress informed of United States arms control efforts and to obtain for the Agency relevant Congressional insights and suggestions.</p> <p><u>Major Objectives:</u></p> <p>To perform effectively the following activities and responsibilities for the Agency in support of arms control and disarmament activities of the US government:</p> <ul style="list-style-type: none">-- Responsible for legislative policy and strategy including representing the Agency with respect to proposed and pending legislation, acting as the Administration's principal staff in the ratification of arms control treaties;-- Responsible for Congressional liaison including setting up briefings, hearings, meetings, consultations, legislative inquiries in support of US government arms control activities;-- Responsible for helping to arrange visits by Members of Congress to negotiating fora and for preparing materials and arranging briefings for Members prior to their visits;-- Interacting with Congressional liaison offices of other agencies and departments of the Executive Branch in support of arms control activities and legislative objectives of the US government;-- Prepare and review testimony for Agency officials before Congressional Committees;-- Prepare and review information on US arms control policy required by US Statute and Congressional mandate.		

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4a.	<p><u>SUBJECT FILES</u></p> <p>These files are amintained alphabetically by subject.</p> <p>PERMANENT: Close files at the end of each (classified) Congress. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.</p>		

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5	<p>OFFICE OF PUBLIC AFFAIRS U.S. ARMS CONTROL AND DISARMAMENT AGENCY</p> <p>RECORDS OF THE OFFICE OF PUBLIC AFFAIRS</p> <p>The goals of the Office of Public Affairs (PA) are twofold: 1) to keep the US public well informed on the issues and developments taking place in the field of arms control and disarmament that are of concern to the US Government and 2) to ensure that ACDA personnel and other US Government officials engage in arms control negotiations are provided with essential information.</p> <p><u>Major Objectives:</u></p> <p>The major PA objective of keeping the public and internal government audience informed stems from the 1961 Act establishing the Agency. This Act makes the dissemination and coordination of information on arms control and disarmament one of the four primary functions of the Agency. Therefore, for FY 1987, the major PA goal will be to conduct effective external and internal public information programs in a timely, coordinated manner.</p> <p><u>Current Method of Accomplishing Objectives:</u></p> <p>Currently PA assumes responsibility for 1) providing information on arms control to the public: arranging for ACDA speakers before public groups, arranging local, national and international interviews of ACDA officials by press, television and radio, and responding to thousands of public and news media inquiries; 2) providing guidance to State Department press spokesmen on arms control matters; 3) providing assistance and information to USIA for use abroad; 4) conducting special programs and conferences for nongovernmental organizations and news media; and arranging and conducting briefings in Washington for students and visiting national and international citizens and scholars. PA responds to requests from ACDA and other US Government officials on arms control history, some requiring extensive in-depth research. In support of Agency programs it conducts and extensive library program: maintaining a collection of pertinent books, periodicals, regarding not only the available library materials, but also new books, pamphlet and Congressional publications. PA monitors the news on a daily basis and publishes relevant news items in the daily "ACDA News Today." PA is also responsible for publishing the annual <u>Documents on Disarmament</u>, brief, negotiating histories of the pertinent resolutions and other decisions adopted by the UN General Assembly each year,</p>		

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	updated bulletins on arms control issues and the bimonthly Intercom internal information bulletin. PA also administers, coordinates and monitors the Hubert H. Humphrey scholarship program with the educational institutions, recipients and within ACDA.		
5a.	<u>SUBJECT FILES</u> These files are maintained alphabetically by subject. PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.		

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6	<p style="text-align: center;">BUREAU OF STRATEGIC PROGRAMS U.S. ARMS CONTROL AND DISARMAMENT ACTIVITIES</p> <p>RECORDS OF THE BUREAU OF STRATEGIC PROGRAMS</p> <p>The Bureau of Strategic Programs has responsibility for the enhancement of U.S. security through negotiated agreements limited and reducing strategic arms (START Negotiations), and military forces in Europe (INF Negotiations), through reversing the erosion of the ABM Treaty, if strategic defenses prove feasible, negotiating the management of an orderly transition to a defense dominant strategic situation, and preventing an arms race in space (Defense and Space Negotiations); and through ensuring the viability of and Soviet compliance with existing agreements (SCC). Enhancement of U.S. security through participation in the formulation of U.S. policy with regard to the arms control considerations involved in potential exploitation of new technologies for defense against nuclear ballistic missiles. Planning and coordinating a program of external research directed toward supporting these various negotiations emphasizing, in particular, efforts to improve U.S. capabilities to formulate verifiable measures for use in negotiations.</p> <p><u>Major Objectives:</u></p> <p>-- Achievement of a START agreement to attain reductions and limitations in strategic arms.</p> <p>-- Achievement of an agreement to attain limitations and reductions of intermediate-range nuclear weapon systems.</p> <p>-- Reversal of the erosion of the ABM Treaty and, if strategic defense proves feasible, negotiating an agreed plan to manage a transition to a defense reliant strategic regime.</p> <p>-- Achievement of equitable and verifiable agreements for preventing an arms race in space and terminating it on earth, including limits on, or regulation of, anti-satellite (ASAT) activities by the U.S. and the USSR, compatible with U.S. national security requirements.</p> <p>-- Support of activities of the Standing Consultative Commission (SCC) implementing existing strategic arms agreements. Support for periodic ABM Treaty reviews.</p> <p>-- Support for U.S. consideration of arms control implication of SDI policy and technology developments.</p>		

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	<p>— Provide a focus for interagency cooperation/coordination of R&D on control of U.S. and Soviet nuclear and space arms.</p> <p>— Provide negotiating and backstopping management of arms control material in support of the national security decision-making process in the area of nuclear and space arms.</p> <p><u>Current Methods of Accomplishing Objectives:</u></p> <p>SP develops, for Presidential approval, arms control policy, strategy, tactics, and language for on-going arms limitations talks with the Soviet Union, and Provides organizational support and chairs Washington backstopping committees for the overall Geneva Talks and for the START, INF, and Defense and Space (D&S) negotiating groups, and the semiannual SCC sessions and for the periodic ABM Treaty review as well as the major portion of the diplomatic, advisory and administrative personnel for those delegations.</p> <p>SP provides analysis and support for the Director of ACDA on all issues concerning those negotiations and on the U.S. Strategic Defensive Initiative, and participates in related interagency working groups. SP provides agency representatives and advisors for delegations as follows: two for START, two for D&S, two for INF, and one for SCC; secretaries are assigned to delegations as needed resulting on the average in the equivalent of two secretaries' time. Delegations are in Geneva a total of approximately six months of the year.</p> <p>SP is responsible for consulting with representatives all allies and other governments in Washington, New York, Geneva, Brussels (NATO), and other capitals, for preparing analyses of relevant technical and military systems and integrating these into the planning process for negotiations; for providing management direction and administrative support for negotiating backstopping records maintenance. SP works with other government agencies to coordinate R&D and policy studies, as appropriate, to evolve coherent arms control and national security policy. SP also conducts and external research program on technical and political issues bearing on current and future START, INF, AND D&S negotiations, compliance issues being discussed in the SCC, and implementation and review of the ABM Treaty; this program includes research to improve U.S. capabilities to formulate and present arms control measures in these areas. This research supports implementation of existing agreements, on-going negotiations and planning for future negotiations. Total current level costs are \$8,663,000; personnel compensation \$1,772,000, program operations \$6,191,000, and external research \$700,000.</p>		

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6a.	<p><u>SUBJECT FILES</u></p> <p>These files are maintained by functional classification system</p> <p>PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7	<p style="text-align: center;">BUREAU OF NUCLEAR AND WEAPONS CONTROL U.S. ARMS CONTROL AND DISARMAMENT ACTIVITIES</p> <p>RECORDS OF THE BUREAU OF NUCLEAR AND WEAPONS CONTROL</p> <p>The Nuclear and Weapons Control (NWC) Bureau has a broad range of assigned responsibilities. Dissuading additional countries from seeking to acquire nuclear explosive capabilities is a key foreign policy objectives of the US -- an objective vital to US and international security. Prudent, selective controls on transfers on conventional arms and technology and of dual-use (civil/military) contribution to foreign policy and national security objectives. In addition, analysis of defense programs and of their relationship to arms control policy and negotiations contributes to the achievement of US national security objectives and meet the legislative requirement for Arms Control Impact Statements. Furthermore, economic analyses of defense budgets, defense spending and economic growth, and the international trade in arms and nuclear material, address ACDA statutory requirements.</p> <p>The Nuclear and Weapons Control Bureau develops helps to implement policies that:</p> <ul style="list-style-type: none">-- Seek to reduce the motivations that cause states to seek a nuclear capability, support measures designed to promote confidence that nuclear programs are dedicated to peaceful nonexplosive purposes, strengthen the safeguards system of the International Atomic Energy Agency (IAEA), and foster improved international cooperation in achieving nonproliferation goals;-- Ensure that arms control considerations are fully taken into account in the formulation of policies on the transfer of conventional arms and associated military technology;-- Provide an arms control perspective in the formulation of US policies on dual-use (civil/military) technology transfers to other countries; and-- Serve to improve consideration and coordination of arms control and national security policies, and to increase understanding of worldwide armament spending. (classified)		

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	<p><u>Major objectives:</u></p> <p><u>Nonproliferation</u></p> <p>-- Pursue policies, in concert with other agencies, designed to reduce risks of nuclear proliferation.</p> <p>-- Seek wider adherence to the Nonproliferation Treaty (NPT), promote full entry into force of the Treaty of Tlatelolco, and develop other national nonproliferation measures which would reinforce these treaties or be useful in the cases of countries which will not be party to these treaties.</p> <p>-- Develop measures, in concert with the Departments of State, Energy and Defense, to improve the security of countries that might otherwise seek nuclear explosive capabilities.</p> <p>-- Encourage and assist developing countries which support nonproliferation goals to acquire and develop non-sensitive, peaceful nuclear technology commensurate with their national needs and capabilities.</p> <p>-- Prepare Nuclear Proliferation Assessment Statements (NPAS) and Views and Recommendations which the Director of ACDA is required to submit to the President for new or amended US civil nuclear cooperation agreements pursuant to Section 123 of the Atomic Energy Act.</p> <p>-- Strengthen international safeguards on peaceful nuclear activities by encouraging acceptance of comprehensive safeguards in Non-NPT countries and by providing technical advice and support to the International Atomic Energy Agency (IAEA).</p> <p>-- Seek to improve international cooperation among supplier countries ensuring the best possible controls on exports of significant nuclear materials, equipment and technology and by seeking to limit sales of new sensitive facilities and technology, such as uranium enrichment, spent fuel reprocessing, and heavy water production plants.</p> <p>-- Cooperate with the Department of Energy in the development and demonstration of the technology needed to convert foreign research and test reactors to use low-enriched uranium fuels.</p>		

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	<p>-- Provide ACDA's views and recommendations on US nuclear exports pursuant to Section 57(b), 109, 126, and 131 of the Atomic Energy Act and Section 309 (c) of the 1978 Nuclear Non-Proliferation Act.</p> <p>-- Reduce the likelihood of a nuclear terrorist incident by encouraging adequate physical security measures in the use, transport and storage of weapons-usable material in civil nuclear programs, by promoting ratification of the Physical Protection convention, by encouraging conversion of research reactors from high to low enriched conversion by developing institutional and technological norms for the controlled use of separated plutonium.</p> <p><u>Arms and Technology Transfer</u></p> <p>-- Prepare ACDA advice to the President, Secretary of State, and the National Security Council on the arms control implications of proposed US transfer of conventional arms and associated military technology, as required by Sections 38 and 42 of the Arms Export Control Act and Section 511 of the Foreign Assistance Act of 1961, as amended.</p> <p>-- Participate with other concerned agencies in the development of US policies on transfers on conventional arms and associated technology and in the encouragement and support of balanced and verifiable regional arms control arrangements among developing nations.</p> <p>-- Prepare arms control evaluations of proposed arms sales for the Congress when so requested under Section 36(b) (1) of the Arms Export Control Act.</p> <p>-- Prepare arms control evaluations of arms transfer program for each country included in the Administration's annual request for security assistance, as required by Section 25 of the Arms Export Control Act.</p> <p>-- Participate with other concerned agencies in establishing policy guidelines and criteria for assessing the impact of US technology transfer on arms control and national security policies.</p> <p>-- Work with other concerned agencies to implement appropriate policies to minimize any negative effects on US security and regional stability from the transfer of civilian/military technology.</p>		

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	<p><u>Defense Programs and Analysis</u></p> <p>-- Develop arms control analyses and policy recommendations for the President, the National Security Council, and the Secretary of State as required by the Arms Control and Disarmament Act, evaluating the national security implications of arms control proposals and assessing the relationship between military strategies/force postures and arms control policies, proposals and agreements.</p> <p>-- Continue to respond fully to Section 36 of the Arms Control and Disarmament Act (P.L. 878-297, as amended) which requires the Administration to submit annual statements to the Congress on the arms control impact of certain defense programs.</p> <p>-- Participate with other concerned agencies in the development of US policies on space issues.</p> <p>-- Conduct research on the Soviet economy and Soviet military spending.</p> <p>-- Investigate the implications of arms spending, military budgets, and the economics of arms control.</p> <p>-- Publish the annual World Military Expenditures and Arms Transfer (WMEAT) report, which includes data on global military spending and arms transfers.</p> <p>-- Initiate, organize, and support periodic inspection trips to Antarctica in order to assess other nation's compliance with the Antarctic Treaty.</p> <p><u>Current method of accomplishing objectives</u></p> <p>A small highly capable staff working directly with other US agencies, international organizations, and other nations accomplishes the Bureau's objectives. Policy initiatives based on internal staff studies and on external research support are developed.</p> <p>The external research program is vital to achieving the objective of the Bureau. Implemented through the use of government laboratories, private contractors, universities and consultants, the research program provides a valuable means of identifying and/or developing new policy initiatives, concepts and technological approaches. External research also provides reports and equipment directly useful in international safeguards and other</p>		

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	<p>nonproliferation areas as well as economics programs and the implementation of conventional arms and technology policies. Organizationally, the Bureau consists of the Office of Assistant Director, who heads the Bureau, and four divisions:</p> <p>(1) The International Nuclear Affairs Division (INA), staffed primarily by international relations professionals, provides advice, assessments and policy recommendations on the international relations aspects of nonproliferation and has line responsibility for reviewing nuclear cooperation agreements and nuclear exports. Staff specialists also provide Bureau interaction with the intelligence community on nuclear proliferation intelligence.</p> <p>(2) The Nuclear Safeguards and Technology Division (NST), staffed with scientific professionals, deals with the safeguards system and fuel cycle-related functions of the IAEA, international aspects of nuclear fuel cycles, and the nonproliferation aspects of nuclear technology.</p> <p>(3) The Arms Transfer Division (ATD), staffed with regional and functional specialists, assesses the arms control implications of proposed arms transfers, represent ACDA in interagency arms transfer policy studies, and participates in interagency fora to formulate and recommend US policy on arms and technology transfers.</p> <p>(4) The Defense Programs and Analysis Division (DPA), staffed with technical analysts, weapons experts and economists, drafts Arms Control Impact Statements and guides them through the interagency review process, performs economic analysis in support of arms control initiatives and proposals, provides expert assistance to other bureaus, composes and publishes <u>World Military Expenditures and Arms Transfer (WMEAT)</u>, coordinates preparation of the Agency's Annual Report, provides experts and backstopping for US participation in certain UN and NATO disarmament and economic activities, and handles Agency responsibilities for inspections to assure compliance with the Antarctic Treaty. Antarctica inspections are normally conducted every three years. Special attention is given to increased ACDA responsibilities involving detailed aspects of space systems and related technologies.</p>		

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7a.	<u>SUBJECT FILES</u> These files are amintained alphabetically. PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.		
7b.	<u>ARMS TRANSFER CASE FILES</u> These files are maintained chronologically by month/year. PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.		
7c.	<u>COUNTRY FILES</u> These files are maintained chronologically. Thes contain individual country files, briefing papers, cables, intelligence assessments of a particular country's nuclear policy, nuclear programs, etc. PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.		

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7d.	<u>EXTERNAL RESEARCH PROJECT FILES</u> These files are maintained by subject of project. PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.		
7e.	<u>INTERAGENCY NUCLEAR COMMITTEES</u> These files are maintained chronologically. PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.		
7f.	<u>DEFENSE PROGRAM FILES</u> These files are maintained chronologically by year and alphabetically within the year. They contain budgetary, defense policy, weapons assessment and intelligence information used the preparation of defense program and economic analyses. PERMANENT: Close files at the end of three (classified) years. Transfer to WNRC at the end of three years or when no longer needed for administrative purposes, whichever is sooner. Transfer to NARA when 30 years old.		

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7g.	<p><u>ARMS CONTROL IMPACT STATEMENT FILES</u></p> <p>These files are maintained chronologically. They contain the original copies of Arms Control Impact Statements (ACIS) submitted to Congress and supporting material. Defense Program Analysis Division is the originator of ACIS and is the repository for the original documents.</p> <p>PERMANENT: Close files at the end of three (classified) years. Transfer to WNRC at the end of three years or when no longer needed for administrative purposes, whichever is sooner. Transfer to NARA when 30 years old.</p>		
7h.	<p><u>WORLD MILITARY EXPENDITURES AND ARMS TRANSFER (WMEAT) FILES</u></p> <p>These files are maintained chronologically by year and alphabetically within the year. They contain the original copies of the WMEAT and the statistical information supporting the published document. Defense Program Analysis Division is the repository for the original documents.</p> <p>PERMENENT: Close files at the end of twelve (classified) years. Transfer to WNRC at the end of twelve years or when no longer needed for administrative purposes, whichever is sooner. Transfer to NARA when 30 years old.</p>		

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8	<p style="text-align: center;">BUREAU OF VERIFICATION AND INTELLIGENCE U.S. ARMS CONTROL AND DISARMAMENT ACTIVITIES</p> <p>RECORDS OF THE BUREAU OF VERIFICATION AND INTELLIGENCE</p> <p>The Bureau of Verification and Intelligence has principal responsibility for all of the Agency's verification, compliance, intelligence and quantitative analysis issues dealing with all current treaties and all arms control negotiations currently in progress. Verification, compliance and careful analysis are central features of our arms control policy. These features will become increasingly more important as we seek further arms control limits and reduce a larger variety of weapon systems to a greater extent. The long-range goal of the Bureau is to provide the Agency with the capabilities to properly address verification, compliance and analytical issues.</p> <p><u>Major Objectives:</u></p> <ul style="list-style-type: none">-- Assure that verifiability considerations are given proper weight early in the formulation of negotiation positions for all arms control negotiations;-- Assure that possible non-compliance activities for all existing arms control agreements are identified and documented on a timely basis for the decisionmakers to judge whether a violation has occurred;-- Develop possible U.S. actions in cases of noncompliance;-- Assure that improvements in current and future verification systems are given full consideration in the budgeting and implementing process;-- Provide the Agency with the capability of performing independent assessments of all arms control positions and policies and of U.S. and Soviet weapon systems programs to assure that their arms control and national security implications are fully understood and incorporated in arms control decisions;-- Assure that the Agency has adequate computer support to perform its mission; and-- Assure that the necessary intelligence and data are available on a timely basis		

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	<p><u>Current Method of Accomplishing Objectives:</u></p> <p>The functions of the Bureau of Verification and Intelligence are:</p> <ul style="list-style-type: none">-- Perform verification analyses of all arms control negotiations (Defense & Space, START, INF, Test Ban, CW, MBFR, ASAT, etc...) and evaluate from a verification point of view, the acceptability of or the modifications required in specific negotiation positions;-- Perform analyses of compliance with existing arms control treaties (SALT, ABMT, Test Ban, BW, etc...) and identify and document all possible cases of non-compliance;-- Perform studies of possible U.S. actions with regard to such compliance issues, including those involving the Standing Consultative Commission;-- Provide assessments of and requirements for current and future verification and intelligence systems;-- Perform intelligence analyses; provide intelligence information; acquire and maintain compartmented intelligence library and control all intelligence security matters required by the Agency;-- Provide independent quantitative analyses on defense and arms control issues which impact on the mission of the Agency; and-- Provide the Agency with computer support, including the development and maintenance of data bases and information retrieval systems. <div data-bbox="206 1366 1136 1870" style="border: 1px solid black; height: 250px; width: 100%;"></div>		

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8a.	<p><u>SUBJECT FILES</u></p> <p>These files are maintained alphabetically by subject and chronologically within each file. The files contain ACDA documents, including reports, memos, position papers, etc.</p> <p>PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when 30 years old or when no longer needed for administrative purposes, whichever is sooner. Transfer to NARA when 35 years old.</p> <p>Files containing other Government Agency Documents.</p>		
8b.	<p>TEMPORARY: Close files at the end of each Administration. Destroy on site when 5 years old or when no longer needed for administrative purposes, whichever is sooner.</p>		
8c.	<p>Files containing State Department Cables.</p> <p>TEMPORARY: Close files at the end of each Administration. Destroy on site when 5 years old or when no longer needed for administrative purposes, whichever is sooner.</p>		

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9	<p style="text-align: center;">BUREAU OF MULTILATERAL AFFAIRS U.S. ARMS CONTROL AND DISARMAMENT ACTIVITIES</p> <p>RECORD OF BUREAU OF MULTILATERAL AFFAIRS</p> <p>Organization and coordination of political, diplomatic, and technical efforts to provide effective support for US participation in the Conference on Disarmament (CD) in Geneva, and in arms control activities of the <u>United Nations General Assembly (UNGA) and its subsidiary bodies, including the United Nations Disarmament Commission (UNDC), in New York.</u> Also responsible for the Mutual and Balanced Force Reductions (MBFR) negotiations in Vienna, the Conference for Security and Cooperation in Europe (CSCE), the Conference on Confidence and Security Building Measures and Disarmament in Europe (CDE), in Stockholm, and ad hoc international conference in the field of multilateral arms control. Planning of strategy and tactics for best advancing US interests in these multilateral bodies and related sub-groups.</p> <p>Formulation, coordination and implementation of US policy on a variety of arms control measures, including nuclear testing issues (such as CTB, TTBT, PNET), chemical weapons (CW), biological weapons (BW), radiological weapons (RW), military forces in Europe (through MBFR Negotiations and CSCE/CSE discussions), and multilateral aspects of outer space arms control.</p> <p>Enhancement of US security through CSCE/CDE confidence building measures, the applications of stabilizing measures and negotiated agreement limiting and reducing military forces in Europe through MBFR negotiations.</p> <p>Planning and coordination of a program external research directed toward supporting these various negotiations and other multilateral arms chemical activities, with particular emphasis on limiting chemical and biological weapons activities.</p> <p><u>Major Objectives</u></p> <p>-- to ensure that US participation in multilateral institutions serves immediate US arms control objectives and increases international acceptance and approval of longer range goals;</p>		

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	<p>-- to achieve international restraints on chemical weapons, consistent with US national security requirements;</p> <p>-- to achieve effective international restraints on nuclear testing, consistent with US national security requirements;</p> <p>-- To acheive effective international restraints on radiological weapons, consistent with US national security requirements;</p> <p>-- to achieve an MBFR agreement between NATO and the Warsaw Pact establishing limits on forces confronting each other in Central Europe;</p> <p>-- to provide negotiating and backstopping records management in support of the national security decision making process.</p> <p><u>Current methods of accomplishing the major objectives:</u></p> <p>The multilateral Affairs Bureau develops for Presidential approval arms control policy, strategy, tactics, and language for ongoing arms limitations negotiations, and provides organizational support, delegation staffing, and Washington backstopping for the CD, UNGA, UNDC, MBFR, CSCE, CDE, and potential TTBT verification improvement discussions.</p> <p>The Bureau has resonsibility for advising and briefing the Director and Deputy Director for their meeting with foreign leaders. It also takes the lead regarding a variety of arms control objectives. This function invloves consultations with foreign officals in capital and at NATO in addition to the regular contacts at the negotiations mentioned above.</p> <p>The Bureau is comprised of two divisions: International Security Policy (ISP) and European Security Negotiations (ESN). The ISP and ESN divisions are staffed principally with political officers (both foreign and civil service) and provide the bulk of ACDA's support to the CD, UNGA, UNDC, MBFR, and CSCE/CDE, as well as for a major portion of our consultations with allies. The ISP division cheif is responsible for backstopping the CD, UNGA, and the UNDC, and provides delegation members to these sessions. International Security Policy provides support to International non-proliferation activities, working closely with the Bureau of Nuclear and Weapons Control</p>		

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(NWC) and also provides bureau continuity for the Indian Ocean Zone of Peace (IOZP) talks. The European Security division chief is responsible for backstopping MBFR and the CDE, as well as security aspects of CSCE. This section is a general description of the two divisions.

The bureau accomplishes its major objectives by:

-- coordinating internal US Government efforts to ensure the most effective US role in multilateral arms control bodies;

-- developing for USG approval tactics, policy and language for multilateral arms control negotiations;

-- preparing analyses of relevant technical and military factors, and integrating these into the planning process for negotiations;

-- providing diplomatic and technical personnel for service on US multilateral arms control delegations to the CD, United Nations, MBFR, CDE, and related bodies; taking the lead in backstopping these delegations;

-- consulting with Allies and other governments in Washington, New York, Geneva, Brussels (NATO) and capitals;

-- preparing briefing papers for the Director and other principals (e.g., the Secretary of State and the President) for their discussions with representatives of foreign governments;

-- developing improved methods for monitoring limitations on nuclear and chemical weapons activities; proposing and managing external research projects on nuclear test limitations, a chemical weapons ban, MBFR, CSCE/CDE and other technical and political issues bearing on arms control negotiations.

9a. GENERAL SUBJECT FILES

These files are maintained by subject classification system. *This is a general reference file for items outside the Bureau's responsibilities.*

Temporary
~~PERMANENT:~~ Close files at the end of each (classified) Administration.

Destroy when no longer needed for current reference
~~Transfer to NNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner.~~

~~Transfer to NARA when 30 years old.~~

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9b.	<u>UNITED NATIONS FILES</u> These files are maintained alphabetically. PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.		
9c.	<u>CONFERENCE ON DISARMAMENT FILES</u> These files are maintained alphabetically. PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.		
9d.	<u>BILATERAL AND TRILATERAL NEGOTIATION FILES</u> These files are maintained alphabetically. PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.		
9e.	<u>MAJOR SUBJECT FILES</u> These fiels are maintained by subject classification system. PERMANENT: Close files at the end of each Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.		

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9f.	<p><u>COUNTRY FILES</u></p> <p>These files are maintained by geographic location.</p> <p>PERMANENT: Close files at the end of each (classified) Administration. Transfer to WNRC when no longer needed for administrative purposes or at the end of each Administration, whichever is sooner. Transfer to NARA when 30 years old.</p>		

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10	RECORDS COMMON TO ALL OFFICES		
10a.	<p><u>PERSONAL PAPERS</u></p> <p>Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an ACDA employee will be clearly designated as nonofficial and will at all times be filed separately from the official records of the office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files.</p> <p>TEMPORARY: Destroy on site when no longer needed.</p>		<p>Removed with concurrence of ACDA 6F 3/2/87</p>
10b.	<p><u>PROGRAM REFERENCE MATERIAL</u></p> <p>The program reference material consists of extra copies of record material retained solely for convenience of reference; information and reference copies of correspondence and other papers on which no action is necessary; preliminary drafts of letters, memoranda, reports, studies, preliminary worksheets and informal notes that do not add significant data or substance in the final steps of the preparation of an official record; shorthand notes, including stenographic notebooks and stenotype tapes, that have been transcribed; abstracts of correspondence, route slips, and letters of transmittal that do not contain significant information; stocks of publications and processed documents maintained for distribution purposes; catalogues, trade journals, and other publications or printed material received from other Government agencies, commercial firms, or private institutions which require no action or supplement the official record.</p> <p>TEMPORARY: Close files every 2 years. Destroy on site when 2 years old or when no longer needed, whichever is sooner.</p>		

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10c.	<u>CORRESPONDENCE FILES</u> The correspondence files contain copies of routine inquiries (from the public, referrals from the White House, Congress, and other Government agencies), replies thereto, background materials for formal informational releases and other correspondence in which no unusual administrative decisions, policies, or efforts are involved. TEMPORARY: Close files every 2 years. Destroy on site when 2 years old or when no longer needed, whichever is sooner.		
10d.	<u>BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT FILES</u> Budget preparation, presentation, and apportionment files consist of budgets for ACDA. Included in these files are hearings, Statements of Financial Condition (SF 220); Report on Budget Execution (SF 133; Apportionment and Reapportionment (SF132); budget amendments and supplementals; policy and allowance letters from OMB; and various other subject files on the formulation of these budgets. TEMPORARY: Close files every fiscal year. Destroy on site when 4 years old or when no longer needed for administrative purposes, whichever is sooner.		
10e.	<u>ADMINISTRATIVE MANAGEMENT SUBJECT FILES</u> Administrative management files consist of internal directives, organizational charts, and various other subject files relating to administrative management. The files are arranged alphabetically by subject. PERMANENT: Close files every 4 years. Transfer to WNRC every 4 years. Transfer to NARA when 10 years old.		

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